

LMS-CP-1902 is being revised by Innovation Institute to incorporate new requirements. Please contact the document author for further guidance.

Objectives:

- to ensure that all proposals, other than those for Proposal-Based Research and Analysis (R & A) for Atmospheric and Space Sciences (LMS-CP-1340) are prepared in such a way as to maximize the potential for selection
- to identify and respond to new business opportunities

Approval _____ Original signed on file
Center Director

General Information

The following record is generated by this procedure and should be maintained in accordance with CID 1440.7:
Opportunity Response File

Definition

A proposal is defined as any type of bid or response that is used to propose to a new business opportunity. Examples include formal proposals or advocacy packages.

Note 1

Proposal opportunities consist of:
-NASA Announcements of Opportunity
-NASA Research Announcements
-Solicitations from other government agencies (both foreign and domestic)
-Unsolicited proposals

Note 2

The opportunity response strategy should consider:
-In-house vs. out-of-house development approach
-External partnerships
-The number of proposals to be submitted
-LaRC roles and responsibilities
-Competitive Posture

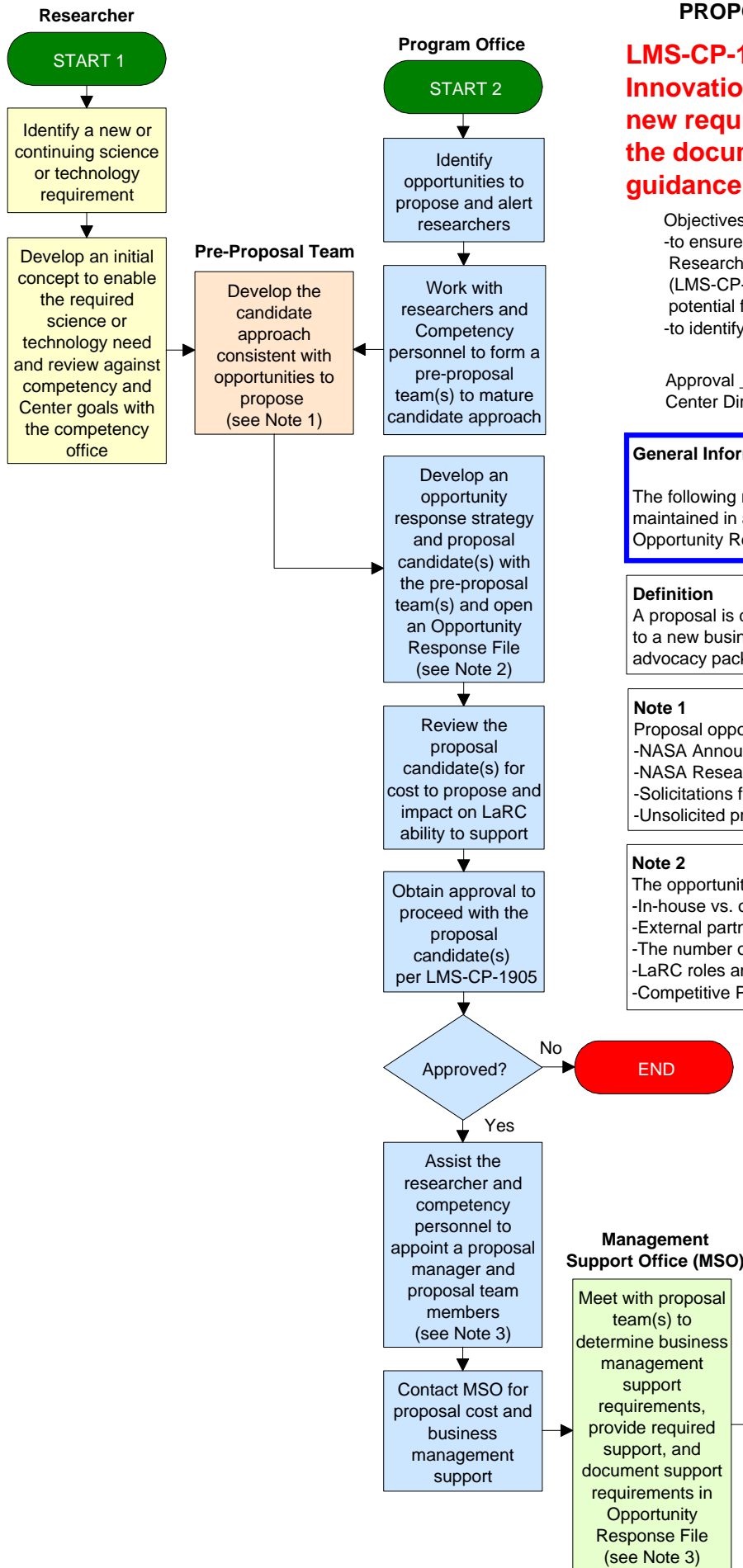
Note 3

Proposal teams may consist of any of the following:
-Scientists/researchers
-Costing analysts (MSO)
-Schedule analysts (MSO)
-Other Business Management representatives (MSO)
-Project Managers
-Systems engineers (hardware and software)
-Technicians
-Procurement specialists
-Education and outreach specialists
-Industry representatives
-Universities
-Foreign participants

Proposal Team(s)

Develop a first draft of the proposal

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Note 6
The Project/Experiment Initiatives Review (PEIR) evaluates new project/experiment initiatives or proposals on the basis of adequacy of resource estimates and issues related to institutional support.

The objective of the PEIR committee is to provide guidance to the Center Director on the adequacy of the proposed resources and the ability of the Center to supply those resources if the proposal is selected.

Membership includes:
-Permanent Chairperson--Head, PIO or designee
-Permanent Secretary--appointed by the Permanent Chairperson
-Competency Management Representatives

PEIR Briefing Package contents will include:
-Science/mission objectives
--Technical/scientific merit
--Alignment with LaRC mission
-Experiment overview
-Resource estimates
-Schedule estimates
-Institutional support estimates

Program Office

Form an independent LaRC review team (red team) and review the proposal for consistency to objectives and technical, management, and cost content

Submit comments to the proposal team

Proposal Team(s)

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Convene a proposal review and modify proposal as needed (see Note 4)

Red team review required?

Complete draft proposal and submit to program office for a red team

Work with the program office to address all comments from red team review and develop the final draft Proposal

Finalize external partnerships if required (see Note 5)

PEIR review required? (see Note 6)

Develop the Briefing Package for the PEIR and submit for review, update program office Opportunity Response File (see Note 6)

Coordinate with PIO to form the PEIR

Project Implementation Office (PIO)

Conduct the review, prepare Minutes and Findings, submit to the approving authority and proposal team, update program office Opportunity Response File

Address findings and develop/revise the Final Proposal

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Note 4
This review is conducted by members of the proposal team to determine if the draft proposal meets the science/technical requirements and the required format for submission.

Note 5
The following are methods of formalizing working relationships:
-Space Act Agreement or Interagency Agreement
-Statement of Work for a potential procurement contract

